



## Employment Vacancy Announcement

<b>No</b>	15 -10
<b>Position</b>	Building Engineer
<b>Opening date</b>	May 22, 2015
<b>Closing date</b>	June 05, 2015
<b>Working Hours</b>	Full time – 40 hours/week, Monday to Friday
<b>Salary</b>	<b>Full time:</b> Not Ordinarily Resident: US\$62,796.00 p.a (starting salary) (Position Grade: FP-04 to be confirmed by Washington)  Ordinarily Resident: FJ\$50,536.00 p.a. (starting salary) (Position grade: LE-10)
<b>Length of Hire</b>	Permanent Position

The Management Office at the U.S. Embassy, Suva is seeking an individual for the position of **Building Engineer** to be based in the Facility Management Section.

### BASIC FUNCTION OF THE POSITION

Under the supervision of the Facility Manager, the Building Engineer is responsible for all engineering services at the U.S. Embassy, encompassing installed critical building equipment to include Mechanical and Cooling Systems, and Electrical Distribution Systems.

Responsible for Contracting Officer Representative (COR) duties implementing service contracts, drafting operating procedures, repair scopes of work, ensuring quality control, and safety oversight of contractors and Facility Management staff. Provide Project Management and COR duties for construction and enhancement projects. Oversee contract management and provide technical engineering support for the Mission. The project specifications and technical advice encompass electrical, mechanical, and civil/structural engineering requirements. Project oversight includes planning, cost estimation, design, construction, inspection, and reception of works. Performs all POSHO Assistant duties as required.

### MAJOR DUTIES AND RESPONSIBILITIES

**Building Systems Management/Contract Management**

Serves as the engineering expert for all critical building systems. These critical building systems encompass large and complex mechanical and electrical systems. The mechanical systems include: Chiller Plant, Air Handling Units, VAV System, Building Automation, Potable Water, Sanitary Sewage, Fire Alarm and Fire Suppression. The electrical systems include: Power Generation, Electrical Distribution, Voltage Regulators, Transformers, Switchgear, Automatic Transfer Switches, Variable Frequency Drives, and Power Monitoring Systems.

Administers the Global Maintenance Management System (GMMS) for Building Maintenance Expense (BME) service contracts. Performs Contracting Officer Representative (COR) duties, monitors contracted service providers enforcing schedule, scope, safety and quality. Manage site visit coordination, reporting and documenting system conditions, critical parts inventories, final acceptance, and invoices.

Solves mechanical and electrical problems to increase mechanical and electrical systems efficiency and provide potential operational cost savings; formulates recommended mechanical projects and assists the Facility Manager with future project and annual budget projections. Develops and documents the necessary system operating procedures, maintenance periodicities, overhaul and repair work scopes to ensure functional reliable critical building systems. Maintains; monitors; troubleshoots; configures; identifies; isolates and corrects faults; performs diagnostic tests; ensures the proper operations of designated equipment and systems. Prepares reports to document and monitor the operation of equipment with systems and reports status to the Facility Manager.

Provides budget input for future operating, maintenance and repair costs to include all tools, special equipment and spare parts required to maintain systems within designed operational performance requirements and within operating budget limits.

Assist the Facility Manager in briefing post management on work and project status. Attends staff meetings, as delegated, to provide justifications for project and maintenance requirements. In the absence of the Facility Manager may serve as temporary Facility Manager, as delegated.

**Engineering/Project Management and COR**

Serves as the engineering expert for all Government Owned and Operating Lease properties. Ensures structurally safe, operational and reliable building engineering systems. Administers the Global Maintenance Management System (GMMS) Facility Work Plans (FWP) embassy projects.

Incumbent processes queries for technical and administrative requirements of renovation and alteration projects as well as requests for changes to existing structures. Incumbent researches and prepares feasibility studies to ascertain technical and legal constraints in accordance with local building codes and requirements of the Overseas Buildings Operations (OBO) in Washington in order to delineate viability of proposals.

Develops and monitors contract procurement documents which include: written scopes of work, construction drawings, specifications, bill of materials, and independent government cost estimates for all construction, repair, or alteration projects. Assists in analysis of contractor's bid proposals for technical accuracy and provides recommendations as to the contractor's ability to perform work. Serves as a Contracting Officer's Representative (COR) or as Government Technical Monitor (GTM) for contracts, as delegated, to monitor contractor's work performance for products and services per contract requirements. Additional duties include the following: development of acceptance reports; punch lists management; and quality control inspections with tests as required. Position ensures that local codes and Department of State's safety and technical standards are strictly adhered to and enforced.

#### **Assistant Occupational Safety and Health Officer (A/OSHO)**

Assists post's Physical Occupation Safety Officer (OSHO) by contributing to the safety program, conducting inspections of facilities to ensure compliance to DOS safety and wellness requirements. Develop deficiency reports with recommendations for solutions along with independent government cost estimates. Performs inspections of safety repairs for compliance with DOS requirements to ensure work does not present health problems or risk of injury to mission staff, contract workers or visitors to the facility.

Performs inspections; Develops and provides safety training; Performs mishap investigations; Generates all necessary reports and documentation related to the safety program; Implements the pest management program; and Enforces safety standards and Personnel Protective Equipment (PPE).

Serves as a member of Post's SHEM committee and acts as a recorder for committee minutes. During construction and renovation projects ensures that contractors have and adhere to a safety plan that protects both embassy personnel and contractors. Develops plans, procedures and standards to implement fire protection and prevention programs.

#### **Required Qualifications:**

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item**

Completion of a 4-year Bachelor of Science degree, or equivalent in Mechanical/Electrical/Civil or General Engineering from an accredited university program.

Minimum of five years of progressive experience working as an engineer or project manager for a construction firm or large facility, such as a manufacturing plant, major resort, hospital, office complex or a large university/school system. Experienced with automated systems, operation

and maintenance requirements, and working with a Computerized Maintenance Management System (CMMS). Knowledge of building codes and industry construction standards. Experience in developing scopes of work, construction documents (plans and specifications) and cost estimates for repairs, equipment replacement and new construction. Ability to use computer aided design drafting programs (e.g. AutoCad), to develop and manipulate drawings and details.

Level IV (Fluent) in English with proficiency in the specialized vocabulary required by the duty of the position.

Professional knowledge of electrical, mechanical, or civil engineering concepts, principles, and practices applicable to a full range of duties concerned with state of the art building equipment, project management principles, design, layout, and construction of facilities.

Must be able to operate a personal computer. Proficient in the use of Microsoft Office, and project management software is required. Ability to read and understand engineering and architectural plans and building schematics. Ability to handle multi-tasking and complicated projects. Proficient with AutoCAD software.

### **Selection Process**

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

### **Additional selection criteria**

- Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- Current employees serving a probationary period are not eligible to apply.
- Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- The candidate must be able to obtain and hold a Security Clearance.

### **To apply**

Interested applicants for this position **must** submit the following for consideration of the application:

- Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174) which is available via Embassy web site or e-form; or
- A combination of both; i.e. Sections 1 - 24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; or
- A current resume or curriculum vitae that provides the same information found on the UAE (see section 3A below for more information); plus
- Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

If an applicant is submitting a resume or curriculum vitae, s/he **must** provide the following information equal to what is found on the UAE. Failure to do so will result in an incomplete application.

- Position Title
- Position Grade
- Vacancy Announcement Number (if known)
- Dates Available for Work
- First, Middle, & Last Names as well as any other names used
- Current Address, Day, Evening, and Cell phone numbers
- U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- U.S. Social Security Number and/or Identification Number
- Eligibility to work in the country (Yes or No)
- Special Accommodations the Mission needs to provide
- If applying for position that includes driving a U.S. Government vehicle, Driver's License Class /Type
- Days available to work
- List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- U.S. Eligible Family Member and Veterans Hiring Preference
- Education
- License, Skills, Training, Membership, & Recognition
- Language Skills
- Work Experience
- References

Submit application to

- Address

Human Resources Office  
Embassy of the United States of America  
158 Princes Road, Tamavua  
Suva, Fiji

Or

- Email

[HROSuva@state.gov](mailto:HROSuva@state.gov)

## **DEFINITIONS**

- **Eligible Family Member (EFM):**

An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

- **US Citizen Eligible Family Member (USEFM):**

For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  - Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  - Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

- **Appointment Eligible Family Member (AEFM):**

EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
  - Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
  - Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
  - Does not receive a Foreign Service or Civil Service annuity.
- Member of Household (MOH):  
An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:
    - Not an EFM; and,
    - Not on the travel orders of the sponsoring employee; and,
    - Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

An MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

- Not Ordinarily Resident (NOR) – An individual who:
  - Is not a citizen of the host country; and,
  - Does not ordinarily reside (OR, see below) in the host country; and,
  - Is not subject to host country employment and tax laws; and,
  - Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

- Ordinarily Resident (OR) – A Foreign National or US citizen who:
  - Is locally resident; and,
  - Has legal, permanent resident status within the host country; and,
  - Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).



Closing Date for this position: June 05, 2015

The US Mission in Fiji provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.